

## 2003 POLITICAL COMMITTEE FILING SCHEDULE

**ALL Committees are required to file:**

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
July 15, 2003	May 22, 2003	June 30, 2003
January 15, 2004	July 1, 2003	December 31, 2003

**Pre-Election Report required if any Threshold\* is met for the November 4, 2003 General Election:**

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
October 27, 2003	July 1, 2003	October 22, 2003
If threshold is met after October 22, 2003, within 24 hours	July 1, 2003	Date threshold is met

**Pre-Election Report required if any Threshold\* is met for a Special Election:**

REPORT DUE	ACTIVITY BEGINNING	ACTIVITY ENDING
8 days before the Special	Last regularly filed report.	13 days before the Special

★ **Political Committees that reach any of the following contribution thresholds must file Pre-Election reports:**

- ✓ **County, City or Town Elections:** \$500 or more to any candidate **OR** \$1,000 or more to a combination of candidates running in a single locality
- ✓ **General Assembly (Senate or House of Delegates) Elections Contributions totaling:** \$1,000 or more to any single candidate **OR** \$2,500 or more to a combination of legislative candidates
- ✓ **Statewide (Governor, Lt. Governor and Attorney General) Elections:** \$2,500 or more to any single statewide candidate **OR** \$7,500 or more to a combination of statewide candidates
- ✓ **Political or Party Committees:** \$500 or more to any PAC, local, state, or district political party committee.

**Any political committee that exceeds any threshold amount within 13 days of an election must file a full Pre-election report within 24 hours.**

### ★★ **IMPORTANT: Large Pre-Election Contribution Reporting:**

**All political committees fall under the Large, Pre-Election contribution reporting requirements found in §24.2-919.**

- ✓ **For the General Election and any November 4, 2003 Special Elections,** any political committee that receives a contribution larger than \$500 between October 23, 2003 and November 4, 2003 must report the contribution to the State Board of Elections within 24 hours of receipt.
- ✓ **For a Special Election held on a date other than November 4,** committees must report contributions larger than \$500 within 24 hours if received within 11 days of the Special Election.

Political committees may enter their Large, Pre-Election reports electronically at [www.sbe.state.va.us](http://www.sbe.state.va.us) or may fax the report to the State Board at 804-786-1364.

**★★ Where to file:**

- ✓ **Political Committees** that file reports *electronically*, file with the State Board of Elections **ONLY**. *Electronic filers must file by 11:59PM on the report's due date.*
- ✓ **Political ACTION Committees** that file reports on *paper forms*, file with the State Board of Elections **ONLY**. *Paper reports must be postmarked on or before the report's due date.*
- ✓ **Political PARTY Committees** that file reports on *paper forms*, file with the State Board of Elections **AND** with the local Electoral Board or General Registrar where the committee operates. *Reports filed with the State Board of Elections must be postmarked on or before the report's due date. Reports submitted to General Registrars must be submitted by the close of business on the report's due date.*

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**★★ No Political Committee may file a report before the closing date of the reporting period.**

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**★★ If a Political Committee has *no activity* during a reporting period, the committee must still file a report. In this case, file the one-page cover sheet indicating “No Activity” in the appropriate field.**

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If you have questions about this schedule or other requirements of the Campaign Finance Disclosure Act, please visit our web site at [www.sbe.state.va.us](http://www.sbe.state.va.us) or contact the Campaign Finance Division at 800-552-9745 or 804-786-6551 or 804-786-1364 (fax).